



## CITY OF ST. PAUL

Department of Safety  
and Inspections

375 Jackson Street, Suite 220

Saint Paul, MN 55101 - 1806

Telephone 651-266-9090 Fax: 651-266-9124

## CONTRACTOR EXPRESS

Visit our Web Site

[www.stpaul.gov/dsi](http://www.stpaul.gov/dsi)

### Contractor Information

Business Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ State License # \_\_\_\_\_

Email: \_\_\_\_\_

Contractor's Signature \_\_\_\_\_

### EXPRESS BUILDING PERMIT APPLICATION

Date: \_\_\_\_\_

Express work includes the following work types.

Please enter the work type number that is adjacent to the work you are going to perform in the **Work Type** column on the application.

1. Basement Drainage System
2. Chimney Repair
3. Gutters
4. Re-roof (Shingle w/Tear Off)
5. Re-roof (Flat w/Tear Off)

6. Re-roof (Flat w/ Overlay)
7. Re-roof – Slate
8. Re-roof – Tile
9. Residing
10. Residing (w/ Soffit-Fascia)

11. Roof Repair
12. Roof – Slate Repair
13. Roof – Tile Repair
14. Soffit/Fascia/Trim
15. Tuckpointing

16. Windows (Framed Insert or Pocket)
17. Windows (Sash Only)
18. Windows (Glass Block Basement)
19. Windows (Replacement)
20. Windows (Storm)

PROJECT ADDRESS		Owner	Please check the appropriate boxes	Work Type. #	Est Value	Basic Fee	State Surcharge	Sub Total
Please include Street #, Street, Street Dir		(Include address if different from project)						
<div><input type="checkbox"/> Commercial   <input type="checkbox"/> Residential: _____</div> <div>Permit #: _____ (# of Units)</div>		<div>Phone #: _____</div>	<input type="checkbox"/> Roofing: _____ (# of squares)					
<div><input type="checkbox"/> Commercial   <input type="checkbox"/> Residential: _____</div> <div>Permit #: _____ (# of Units)</div>			<input type="checkbox"/> Siding: _____ (# of squares)					
<div><input type="checkbox"/> Commercial   <input type="checkbox"/> Residential: _____</div> <div>Permit #: _____ (# of Units)</div>			<input type="checkbox"/> Windows: _____ (# of windows)					
<div><input type="checkbox"/> Commercial   <input type="checkbox"/> Residential: _____</div> <div>Permit #: _____ (# of Units)</div>		<div>Phone #: _____</div>	<input type="checkbox"/> Roofing: _____ (# of squares)					
<div><input type="checkbox"/> Commercial   <input type="checkbox"/> Residential: _____</div> <div>Permit #: _____ (# of Units)</div>			<input type="checkbox"/> Siding: _____ (# of squares)					
<div><input type="checkbox"/> Commercial   <input type="checkbox"/> Residential: _____</div> <div>Permit #: _____ (# of Units)</div>			<input type="checkbox"/> Windows: _____ (# of windows)					
<div><input type="checkbox"/> Commercial   <input type="checkbox"/> Residential: _____</div> <div>Permit #: _____ (# of Units)</div>		<div>Phone #: _____</div>	<input type="checkbox"/> Roofing: _____ (# of squares)					
<div><input type="checkbox"/> Commercial   <input type="checkbox"/> Residential: _____</div> <div>Permit #: _____ (# of Units)</div>			<input type="checkbox"/> Siding: _____ (# of squares)					
<div><input type="checkbox"/> Commercial   <input type="checkbox"/> Residential: _____</div> <div>Permit #: _____ (# of Units)</div>			<input type="checkbox"/> Windows: _____ (# of windows)					
Card Holder Signature: _____			Card Exp: _____	Grand Total = \$				
<input type="checkbox"/> American Express <input type="checkbox"/> Discover	<input type="checkbox"/> Master Card <input type="checkbox"/> Visa	Card Account #						

**If you are paying for your permit by *American Express, Discover, MasterCard* or *Visa*,  
you may fax your application.**

**The credit card information section must be filled in and signed.**

**Our FAX number is 651-266-9124.**

**If paying by check, please mail the application and the check to us. Make checks payable to: City of St Paul**

### **General Sheet Metal**

**If installing new metal or replacing existing metal on a residential structure greater than 4 (four) residential units and/or commercial structures, a General Sheet Metal permit is required. Please do not indicate sheet metal work on the Contractors Express application. For General Sheet Metal applications call 651-266-9090 and ask for a Permit/License clerk.**

**Building Field Inspectors are in the office for inspection requests between 7:30 - 9:00 AM, Monday -Friday.**

**Phone number is 651-266-9002.**

**Permit Fee Information can be obtained by calling 651-266-9090, Mon. - Fri., 7:30 - 4:30 PM.**

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